



BLACKS IN GOVERNMENT
U.S. OFFICE OF PERSONNEL MANAGEMENT
OPM CHAPTER - REGION XI

*Blacks In Government
Washington, DC 20415*

Dear (Contact Name):

The (Agency Name) is cordially invited to participate in the Job Youth Fair scheduled on Saturday, January 21, 2012, co-sponsored by the Office of Personnel Management (OPM) Chapter of Blacks In Government, Prince George's Community College, and Prince George's One Stop Career Center.

This exciting event will be held at the following:

Where: **Prince George's Community College Student Center**
301 Largo Road
Largo, Maryland 20774

Time: **9:00am - 3:00pm** (*doors opening at 8:00am*)

The event will include workshops on interviewing techniques and professional etiquette, navigating USAJobs (the website used to gain Federal employment) and the Federal application process. We will have trained professionals on site to provide resume critiques and answer employment related questions.

This Job Fair will be attended by students or recent graduates from high schools, colleges, and universities in the greater metropolitan Washington, DC area. The type of employers or agencies that we are seeking for participation will have actual job opportunities for students looking for entry-level positions, internships, summer jobs, as well as opportunities for persons with comprehensive technical backgrounds and experience. In addition, job seekers that will be attending will come to you with a wide variety of skills and experiences.

Employers should arrive by 10:00 a.m. to provide ample time for setup. After attending workshops, job participants will be available to you at 11:00 a.m. Registration for the event is free, and all we ask is that you bring actual current employment opportunities or planned opportunities for the summer of 2012 as well as any marketing materials that you would like to distribute to students. Each agency will be provided with one table & two chairs and lunch for two vendors per table. Electrical outlets are not guaranteed.

Space is limited to 50 employers. Please register as soon as possible to reserve your table. If you have any questions about this event, please call Ron Rheinhardt at 202-606-4084, Jerome Madlock at 202-606-4996 or Sharon Ingram at 202-606-3291 for more details. We appreciate your consideration and we look forward to working with you to make this community event successful for you and the students in our community.

Sincerely,

Ron Rheinhardt
President
OPM Chapter BIG